



**Public Safety Communications Advisory Commission and
Statewide Interoperability Executive Committee
Arizona Regional COML Recognition Procedure**

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Arizona Regional COML Recognition Procedure

1 Introduction

1.1 Purpose

This document describes the procedure for being recognized as an Arizona Regional Communication Unit Leader (COML). It is intended for those individuals who meet the recommended DHS all-hazards COML guidelines for eligibility, training and experience, and are requesting recognition as Arizona Regional Communication Unit Leaders.

1.2 Scope

A Communication Unit Leader (COML) is defined by the Department of Homeland Security (DHS) as a person that plans and manages the technical and operational aspects of the communications function during an all-hazards incident or event. The COML plays a critical role within the National Incident Management System (NIMS). The federal government has left it up to each state to determine how its COMLs will be recognized.

This procedure applies to those individuals who meet the recommended DHS all-hazards COML guidelines for eligibility, training and experience, and are requesting recognition as Arizona Regional Communication Unit Leaders. It differs from the procedure followed for certification as a Red Card COML by the Arizona State Wildfire Qualification Review Committee under National Wildfire Coordinating Group (NWCG) guidelines. Red Card COMLs have already met many of the prerequisites for the Arizona Regional COML designation and are encouraged to complete the balance of the requirements outlined in this procedure to receive recognition as an Arizona Regional COML for all hazards.

1.3 Administration

The Arizona Statewide Interoperability Executive Committee (SIEC) and the Public Safety Interoperable Communications (PSIC) Office are responsible for administering the Recognition Program for Arizona Regional Communications Unit Leaders.

1.4 Document Terminology

The terms "shall," "must," "will," and "required" are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words "should," "desirably" and "preferably."

1.5 Updates & Revisions

The PSCC/SIEC will review and update this document as needed. Individuals requesting recognition as Arizona Regional Communication Unit Leaders are responsible for checking the PSIC website at www.azgita.gov/psic/COML to obtain the current release of this document. Those wishing to submit revisions or additions to this document should send their requests

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electronically to psic@azgita.gov or in writing to the PSIC Office, Government Information Technology Agency at 100 N 15th Avenue, Suite 440, Phoenix, AZ 85007.

2 Arizona Regional COML Recognition

2.1 Requirements

Individuals seeking recognition as an Arizona Regional COML will:

1. Meet federally required Course Prerequisites for Communications Unit Leader Training
2. Complete the DHS approved National Incident Management System (NIMS)-compliant Communications Unit Leader (COML) Training Course
3. Complete and be signed off on the comprehensive position-specific All-Hazards COML taskbook
4. Submit evidence to the SIEC that they have met the prerequisites and completed the training and taskbook

2.2 Course Prerequisites

The following are required COML Course Prerequisites:

1. A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervises the applicant.
2. Fundamental public safety communications technology, supervisory, and personnel management skills. These skills include, but are not limited to:
 - a. Knowledge of local communications and communications system
 - b. Knowledge of frequencies and spectrum
 - c. Knowledge of technologies
 - d. Knowledge of local topography
 - e. Knowledge of system site locations
 - f. Knowledge of local, regional, and state communications plans
 - g. Knowledge of local and regional Tactical Interoperable Communications Plans, if available
 - h. Knowledge of communications and resource contacts
3. Completion of the following training courses:
 - a. IS-700. IS-700 explains the purpose, principles, key components, and benefits of the National Incident Management System (NIMS). The course also contains Planning Activity screens, allowing participants to complete planning tasks during this course.

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- b. IS-800b. IS-800b introduces participants to concepts and principles of the National Response Framework.
- c. ICS-100. ICS-100 introduces the Incident Command System (ICS); provides the foundation for more advanced ICS training; describes ICS's history, features, principles, and organizational structure; and explains the relationship between ICS and NIMS.
- d. ICS-200. ICS-200 provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.
- e. ICS-300. ICS-300 provides training on, and resources for, personnel who are required to implement advanced application of the ICS.

2.3 Communications Leader (COML) Training

Arizona Regional COMLs must complete the federally recommended training course. The U.S. Department of Homeland Security (DHS) Office of Emergency Communications (OEC) utilizes a curriculum offering National Incident Management System (NIMS)-compliant COML instruction. The COML course is based on a three-day, 24-hour curriculum. Two trained instructors lead each class and OEC provides a Certificate of Completion to each student and to the student's State Administrative Agency (SAA). Arizona's SAA is the Arizona Department of Homeland Security.

2.4 All Hazards COML Taskbook

The All Hazards COML Taskbook requires a COML candidate to demonstrate satisfactory performance of each of its 26 tasks. Taskbook experience may include experience within the three years prior to the candidate's completion of COML Training.

Each task must be witnessed by a qualified evaluator. Approval authorities for COML Taskbook requirements include:

- Incident Commanders
- NIMS-trained COMLs
- Supervisory personnel or other individuals with relevant experience who are qualified to evaluate the requirement being approved.

COML Candidates have three years following completion of COML Training to complete the Taskbook.

2.5 Arizona Regional COML Review and Recognition

COML candidates are qualified by their respective agencies, and the COML Taskbook must contain:

- The Final Evaluator's verification that all tasks in the taskbook have been performed and are appropriately documented, and that the candidate has performed as a trainee.

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- The Agency Certifying Official's confirmation that the candidate has met all requirements for qualification as a COML and that the qualification has been issued.

If a qualified candidate further wishes to be recognized as an Arizona Regional COML, the following materials must be submitted either electronically to psic@azgita.gov or by mail to the Public Safety Interoperable Communications Office at the Government Information Technology Agency, 100 N 15th Avenue, Suite 440, Phoenix, AZ 85007:

- Confirmation that all prerequisites have been met
- A Copy of the Certificate from COML Training
- A Copy of the Completed Taskbook that includes the Final Evaluator's Certification and the Agency Certification
- Contact and affiliation information needed to add the candidate as a COML to the Arizona ICS COML Resource List.

The SIEC's standing Communications Unit Workgroup will review the candidate's submitted materials. The purpose of the review is to confirm that the candidate has met all prerequisites, completed training and completed a taskbook as specified above. The Workgroup may make additional inquiries of the candidate's agency if more information is needed to ascertain elements of the work reflected in the taskbook. The Workgroup may also provide the candidate's agency with any observations the Workgroup feels are relevant to the candidate's ability to meet state or nationally established COML standards.

When the review is satisfactorily completed, the Communications Unit Workgroup will:

- Advise the candidate's agency that the candidate is recognized as an Arizona Regional COML
- Issue the candidate a document confirming the designation
- Advise the PSIC Office to add the individual to the Arizona ICS COML Resource List

The COML designation remains current for three years after the date the Communications Unit Workgroup Review is completed, or until the COML's agency formally removes its Agency Certification.

The COML's status is dependent upon the continued affiliation of the COML with the agency providing the COML's Agency Certification, and the Agency's concurrence that the COML continues to be qualified by the Agency. The Agency's certifying official may withdraw the Agency Certification at the Agency's discretion by formal written notice of such withdrawal to the PSIC Office. If a COML moves to a different agency, the COML must request a Change of Affiliation and provide an Agency Certification from the new Agency. The Change of Affiliation will not affect the COML's renewal date.

2.6 Renewal of the Arizona Regional COML designation

After a three-year period, COMLs seeking renewal of their designation must:

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- Request renewal
- Demonstrate formal, recognized communications experience and participation in trainings and education during the previous three years.
- Provide an Agency Certification affirming that they have adhered to professional and competency standards, and are qualified by their agency.

Participation in continuing education on public safety communications as a student/instructor is strongly recommended for all COMLs, and they are encouraged to participate regularly in exercises and planned events to keep their skills current.

2.7 Submission, Maintenance and Referencing of Arizona Regional COML records

Centralized record keeping for Arizona Regional COMLs will be provided by the PSIC Office, which will maintain the Arizona ICS COML Resource List.

Instructions for submitting COML applications for recognition by the SIEC and inclusion in the Arizona ICS COML Resource List will be provided on the PSIC website. Change of Affiliation and Renewal Requests will also be provided there.

Because the status of COMLs continually changes, it is recommended that UASIs and Regions generating and updating Tactical Interoperable Communications Plans (TICPs) and/or data in the Communication Assets Survey and Mapping Tool (CASM) refer to the Arizona ICS COML Resource List as the appropriate source of information for COML resources.